

U.S. DEPARTMENT OF ENERGY
memorandum

DATE November 12, 1985

REPLY TO
ATTN OF MA-232.1 - Joan Ogabazghi

SUBJECT Freedom of Information Request #11048505D

TO Jane Monhart, CH Operations Office
ATTN Bernie Russ

The attached Freedom of Information (FOI) request is being sent to you for action as the records requested appear to be principally within the purview of your organization. If our determination is incorrect, please inform me immediately to whom you are forwarding this request.

If other divisions, offices or field organizations also have records relevant to this request, you as the appropriate FOI Office are responsible for requesting their participation and for coordinating the response. It is important that an appropriate response be forwarded to the requester within 10 working days as failure to act can be deemed a denial.

On the reverse side of this memorandum, a "Reminder of Procedures for Handling FOI Requests" should assist your staff. If you have any questions, I can be reached on FTS 252-5955.

John H. Carter
John H. Carter
Chief of FOI and Privacy Acts
Activities Branch
Division of Reference and
Information Management

Attachment

RECORDED

DEC 04 1985

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